

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



June 2, 1981

ALL-COUNTY LETTER NO. 81-54

TO: ALL COUNTY WELFARE DIRECTORS
ALL STATISTICAL HANDBOOK HOLDERS

SUBJECT: DFA 256 -- FOOD STAMP PROGRAM PARTICIPATION AND COUPON ISSUANCE REPORT

REFERENCE:

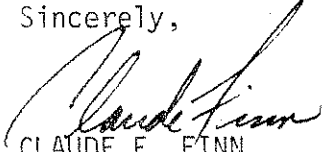
This is to notify you that Form FNS 256, Food Stamp Program Monthly Report of Participation and Coupon Issuance, has been replaced by State Form DFA 256 (attached). The DFA 256 is to be effective for the July report month. Until then, counties have been instructed in All-County Information Notice I-46-81 to continue to use the old FNS 256 form dated 6-75. A temporary supply of the DFA 256 will be mailed direct to each county by July 1, 1981. Counties will then be notified on a GEN 127, Notice of Form Change, when stock is available at the SDSS Warehouse. The temporary supply is to be destroyed when the DFA 256 forms are available at the warehouse as they will differ slightly in the color of the carbon copies.

The DFA 256 has received federal approval from FNS, Western Region Office. The SDSS continues to require data on both Public Assistance and Nonassistance Food Stamp households and persons on the DFA 256. The new form should not require a change to counties' reporting systems as the data requirements on the DFA 256 are no different than those currently being reported.

A manual revision will be released reflecting the new form. However, in the meantime, this letter serves to implement the DFA 256 and instructions effective with the July report month. Please note that the original and copy 1 are

to be sent to the FNS Western Region Office in San Francisco. Do not send the original direct to the National Office in Washington, D.C. If you have any questions on the form or instructions, please contact Heidi Lasich, Statistical Services Branch, (916) 323-2331 or ATSS 473-2331.

Sincerely,



CLAUDE E. FINN
Deputy Director
Administration Division

Attachment

cc: CWDA
Carol M. Fahey, Regional Director
FNS - Western Region Office

PARTICIPATION AND COUPON ISSUANCE REPORT - FOOD STAMP PROGRAM

(See Instructions on Reverse)

ROUTING INSTRUCTIONS:

Original: FNS, USDA, Washington, D.C.

Yellow : FNS Regional Office

Pink : State Department of Social Services

Gold : County Welfare Department

This report is: ☐ Original submission
or
____ Revision
(NUMBER)

COUNTY		COUNTY CODE	PROJECT CODE
REPORT MONTH AND YEAR	MONTH	YEAR	STATE USE ONLY

1. TOTAL PARTICIPATION

a. Number of Households.

b. Number of Persons.

2. VALUE OF DOCUMENTED COUPON ISSUANCES

A PUBLIC ASSISTANCE	B NON-PUBLIC ASSISTANCE	C TOTAL (A + B)

ROUND TO THE NEAREST WHOLE DOLLAR, DO NOT SHOW CENTS.

\$

REMARKS: (a) Explain month to month participation changes in Item 1, Columns A and B, of plus or minus 5 percent.
EXAMPLE: Strikes, disasters, plant shut downs, migrant influx, etc. (Counties of 500 or more households only).
(b) Explain month to month changes of \$2 or more per person (Item 2 divided by Item 1b, Column C).

STATE USE ONLY

3. _____

NAME OF AUTHORIZED OFFICIAL

TITLE

DATE

INSTRUCTIONS:

Form DFA 256 shows participation and coupon issuance in the Food Stamp Program by county for a one month period of time. This report is due to the State and Federal agencies as soon as possible after the last day of the report month, but no later than 45 days following the last day of the report month.

Mail the original and one copy to the FNS Western Regional Office, 550 Kearny, Room 400, San Francisco, 94108. Mail the designated copy to the State Department of Social Services, Statistical Services Branch, 744 P Street, Mail Station 12-81, Sacramento, 95814.

Data to be used in preparing this report must come from ATP cards transacted by households in the reporting county, HIR cards used by the county to provide issuance during the month, or mail issuance data if direct mail issuance is employed. Cashier errors shall not be reported. In counties using ATP issuance systems, the following procedures shall be used to determine how transacted ATP's shall be counted:

1. Altered, counterfeit, duplicate, expired and stolen ATP's shall be included.
2. Duplicate ATP's, supplementals, retroactive benefits, etc. shall count as one transaction; however, the **value** of **all** coupons issued as a result of these cards' transaction shall be included in Item 2.
3. Transacted, out-of-state ATP cards shall be counted as participation in the county agency and the **value** of coupons issued included in Item 2.
4. ATP's issued after the 25th of the month shall be counted in the month **transacted**.
5. Out-of-county ATP cards shall be counted in the county where it is transacted.
6. Discounter issuances shall be counted.

Complete the form as follows:

1. Check if the report is an original submission or enter the number if it is a revision.
2. Enter the name of the county.
3. Enter the 2-digit county code.
4. Enter the 9-digit project code number assigned to the county.
5. Enter the report month and year.
6. Enter the number of households and persons that participated during the report month by assistance classification in Item 1. Report the household and persons only **once**. This is to be an unduplicated count.

NOTE: If a household applies for Food Stamp benefits in June, is determined eligible for benefits in July for both June and July, the household is counted only once on the DFA 256 in July. The total coupon value, however, is counted in July.

7. Enter the value of documented coupon issuances in Item 2. Round all dollar amounts to the nearest whole dollar.
8. In the remarks section:
 - a. Explain month to month participation changes in Item 1, Col. A and B, of plus or minus 5 percent.
 - b. Explain month to month changes of \$2 or more per person unless caused by changes in Basis of Issuance Tables.

This only applies to counties with a total household participation of 500 or more.

9. The report should be signed by the designated official responsible for the accuracy of the data.